

SOUTH CAROLINA CAREER GUIDANCE EFFECTIVE EXERCISES

TITLE: SAYING THANKS IS GOOD BUSINESS

SUBJECT: Guidance Activity

GRADE LEVEL(S): 6-8

SC Career Guidance Standard/Competency

- Learning to Work: Standard 2. Students will demonstrate decision-making, goal-setting, problem-solving, and communication skills.
Competency 2.3. Practice effective listening and communication skills.

National Career Development Guidelines Goal/Indicator

- Persona Social Development: GOAL PS2. Develop positive interpersonal skills and respect for diversity.
Indicator PS2.A3. Demonstrate the ability to use positive social skills (e.g., good manners and showing gratitude).

Lesson Objectives

1. Students will demonstrate expressions of gratitude through a thank-you note.

Assessment

1. Students will write a grammatically correct thank-you note to their workplace shadowing hosts.

Preparation

- Prior Learning—N/A
- Handouts/Worksheets—N/A
- Resources— Scratch paper (for rough draft), sheets of paper for final draft, pens, large envelopes, and stamps
- Time Required—45 minutes

Procedures

Part One (5 minutes)

- Explain to students that in many families and cultures, a thank-you note is the expected form of appreciation. When a family member or friend sends a gift, especially if it is a long distance, it is often considered common courtesy to send a thank-you note. The same is true in the business world. People like to be thanked for their time and effort.
- Explain to students that their Workplace Hosts for shadowing were volunteers who invested personal time in preparing activities and demonstrating job skills because they cared about the students' futures. A thank-you letter will show the students' appreciation for the job shadowing opportunity.

Part Two (40 minutes)

- Describe the guidelines and content for writing the thank-you letters.
- The thank-you letters will be short, focused, neatly written, and free of grammatical or spelling errors.
- Guidelines:
 - Students use their name and the school mailing address for the return address.
 - Include the Workplace Host's title in the mailing address.
 - Each letter should be one or two paragraphs long and should include no more than three short messages, such as:
 - *Thank you for your time
 - *The most important thing I learned was:
 - *What I enjoyed the most was:
 - Close with a simple "thank you" or "sincerely" and signature.
- Collect the completed letters and send them to the Workplace Coordinator at each site.

This activity has been adapted from How to Have a Successful Groundhog Job Shadow Day (www.jobshadowing.org)